

Wednesday, March 5, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Malcolm M. Lucas Board Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102**

**Wednesday, March 5, 2003
1:00 p.m. to 5:30 p.m.**

AGENDA

THIS AGENDA IS SUBJECT TO CHANGE

(Items Not Completed on This Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:00 – 1:15 p.m.	Opening Remarks	❖ None	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	1:15 – 1:45 p.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz

Wednesday, March 5, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
1	1:45 – 2:30 p.m.	Report on the Meeting with Court Reporter Leadership and Union Representatives to Discuss the Governor's Proposals for Court Ownership of the Transcript and the Expanded Use of Electronic Recording <i>Attachments (Faxed):</i> <ul style="list-style-type: none"> • Letter to Justice James A. Ardaiz from Ms. Michelle Castro, dated 01/15/03 • Letter to Ms. Michelle Castro from Justice James A. Ardaiz, dated 01/27/03 • Letter to Justice James A. Ardaiz from Ms. Mary Bardellini (DRA), dated 02/06/03 • Letter to Ms. Mary Bardellini (DRA) from Justice James A. Ardaiz, dated 02/10/03 • Articles by San Francisco Daily Journal, dated 02/24/03 and 02/25/03 	❖ Discussion Concerning the Meeting and Budget Crisis	Administrative Presiding Justice James A. Ardaiz
2	2:30 – 3:00 p.m.	Task Force Status Review <i>Attachment (E-mailed):</i> <ul style="list-style-type: none"> • RRTF Status Review 	❖ Discussion Regarding the Continuing Role of the Task Force in Light of the Governor's Budget Proposals	Administrative Presiding Justice James A. Ardaiz
	3:00 – 3:15 p.m.	Break		
	3:15 – 3:30 p.m.	Recap of Previous Meeting's Accomplishments		Ms. Sharon Maher, Facilitator

Wednesday, March 5, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
	3:30 – 5:20 p.m.	Storage and Delivery of the Verbatim Transcript and Reporters' Notes, Both in Paper and Electronic Formats	❖ Task Force to Identify the Storage and Delivery Issues, and Begin Formulating Standards	Ms. Sharon Maher
	5:20 – 5:25 p.m.	Hotel Shuttle Information	❖ None	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	5:25 - 5:30 p.m.	Other Business/Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

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8:30 a.m. to 5:30 p.m.**

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Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Discussion	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
1	9:15 – 9:25 a.m.	Draft Minutes <i>Attachment (E-mailed):</i> <ul style="list-style-type: none">• <i>Draft January Meeting Minutes</i>	❖ Discussion and Approval of Draft January Meeting Minutes	Administrative Presiding Justice James A. Ardaiz

Thursday, March 6, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
2	9:25 – 9:30 a.m.	Report Regarding the Task Force Web Site Web site Correspondence to the Task Force www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm <i>Attachment (E-mailed)</i> <ul style="list-style-type: none"> • <i>Report Regarding Number of Visits to the Web site</i> 	❖ Discussion of Report and Any Correspondence	Administrative Presiding Justice James A. Ardaiz
3	9:30 – 11:00 a.m.	"The Creation, Storage and Distribution of Electronic Transcripts in the Courts" – Presentation by RealLegal <i>Attachments (E-mailed)</i> <ul style="list-style-type: none"> • <i>Description of RealLegal's Services</i> • <i>RealLegal Web Site</i> 	❖ Presentation to the Task Force with a "Question and Answer" Session	Ms. Rebecca Askew, Associate General Counsel and Product Manager, RealLegal
	11:00 – 11:15 a.m.	Break		
	11:15 – 12:15 p.m.	Presentation by the First Appellate District of the Court of Appeal on Its Pilot Project to Store Electronic Transcripts	❖ Presentation to the Task Force with a "Question and Answer" Session	Mr. Ron D. Barrow, Clerk of the Court, Court of Appeal, First Appellate District
	12:15 – 1:15 p.m.	Lunch		
	1:15 – 5:25 p.m.	Storage and Delivery of the Verbatim Transcript and Reporters' Notes, Both in Paper and Electronic Formats (Continued) Break	❖ Continuation of Task Force Discussion	Ms. Sharon Maher

Thursday, March 6, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
	5:25 – 5:30 p.m.	Hotel Shuttle Information	❖ None	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	5:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Friday, March 7, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Malcolm M. Lucas Board Room**

**Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102**

**Friday, March 7, 2003
8:30 a.m. to 12:30 p.m.**

AGENDA

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Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Discussion	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	9:15 – 9:20 a.m.	Airport Shuttle Information	❖ Sign Up for Shuttles to San Francisco and Oakland Airports	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
1	9:20 – 12:00 p.m.	Differentiation of the Transcript Format <i>Attachments (To Be Handed Out at Meeting)</i> <ul style="list-style-type: none">Revised Grouping of Physical Transcript Format Specifics (Tab 1-A)	❖ Continuation of Transcript Format Discussion	Ms. Sharon Maher, Facilitator

Friday, March 7, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
		Differentiation of the Transcript Format (Continued) <ul style="list-style-type: none"> • Flip Chart Notes from January 2003 Meeting Regarding Transcript Format (Tab 1-B) • Flip Chart Notes from December 2002 Meeting Regarding Transcript Format (Tab 1-C) • Flip Chart Notes from October 2002 Meeting Regarding Transcript Uniformity (Tab 1-D) • Federal Standards for the Format (Tab 1-E) • Format by the Superior Court of Riverside County (Tab 1-F) • Format by the Superior Court of Los Angeles County (Tab 1-G) • Format by the Superior Court of Orange County (Tab 1-H) • Transcript Excerpt with Varying Fonts, Font Sizes, etc. (Tab 1-I) Break		
	12:00 – 12:15 p.m.	Transcript Format, Delivery, and Storage	❖ Wrap Up of these Discussions	Ms. Sharon Maher
	12:15 – 12:30 p.m.	Summarization of Task Force Accomplishments to Date and Future Course of Action	❖ Discussion	Administrative Presiding Justice James A. Ardaiz
	12:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

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